

Policy: Property Management – Property Storage

Personal Property Manual Section	3106
Revision	1
Effective Date	16 SEP 2024
Regulatory Assurance System	Property and Infrastructure
Owner	Property and Infrastructure Requirement Assurance System Owner
Review Cycle	Every 3 years

1 Purpose

This policy describes requirements for FNAL personal property storage operations.

2 Scope / Applicability

This policy applies to all Logistics and Property personnel involved with the storage of government-owned personal property.

3 Policy

FNAL provides secure, clean and accessible storage facilities, for government-owned property being held as a spare, for future use in the furtherance of the Laboratory's mission, and containment of scrap material. Some property, such as High-Risk Personal Property and Precious Metals have additional regulatory requirements, all of which are adhered to in accordance with 41 CFR 109.

3.1 General Guidelines

- 3.1.1 Indoor storage areas should be arranged to obtain proper stock protection and maximum utilization of space within established floor load capacities.
- 3.1.2 Storage yards for items not requiring covered protection shall be protected by locked fenced enclosures to the extent necessary to protect the Government's interest.
- 3.1.3 Storage areas shall be prominently posted to clearly indicate that the property stored therein is U.S. Government property, with entrance to such areas restricted to authorized personnel only.
- 3.1.4 Property in storage must be protected from fire, theft, deterioration, or destruction. In addition, certain items require protection from dampness, heat, freezing, or extreme temperature changes. Other items must be stored away from light and odors, protected from vermin infestation, or stored separately because of their hazardous characteristics.
- 3.1.5 Hazardous or contaminated property, including property having a history of use in an area where exposure to contaminated property may have occurred, shall not be commingled with non-contaminated property, but stored separately in accordance with instructions from the environmental, safety, and health officials.
- 3.1.6 Unless inappropriate or impractical until declared excess, nuclear-related and proliferation-sensitive property shall be identified as such by use of a

certification tag signed by an authorized program official (designated in writing with signature cards on file in the personal property management office). Such personal property shall not be commingled with other personal property, but stored separately in accordance with instructions from the cognizant program office.

3.2 FNAL Storage Locations

3.2.1 Warehouse 1 (FIMS 938)

3.2.2 Warehouse 2 (FIMS 940)

3.2.3 Railsiding "Railhead" (FIMS 406030124)

3.3 Storage Availability and Priority

FNAL stores property on a space-available basis.

3.4 Care and Preservation

Property Management of storage areas keep storage clean and organized. Property Management will maintain racks, pallets, materials handling equipment, and stored property in good condition, to afford protection from damage and theft while material is under warehouse control.

3.5 Justification for Storage of Property

All property stored for future projects or required spares for laboratory mission is subject to a justification process in accordance with 41 CFR 109-28.

3.6 Types of Storage

3.6.1 *Indoor storage* is maintained such that it provides a secure location including protection from rain, sunlight, and theft.

3.6.1.1 Areas are controlled buildings, authorized access only, entrances are locked and opened with badge access.

3.6.2 *Outdoor Storage*: areas are used to store property which is not temperature and moisture sensitive. These areas are exposed to natural environmental conditions.

3.6.2.1 *Area is secured with an entrance gate, and locked when unattended.* With a secondary, secure, fenced area, with locking gates and razor wire atop the fence to prohibit theft.

3.7 Review of Stored Property

The ISD Logistics and Property Control Department conducts inventories to validate the value of continued storage of spares and EHFFP. Property Custodians participate in the inventories as required.

4 Responsibilities

4.1 **Property and Infrastructure Requirement Assurance System Owner** approves this policy, identifying necessary resources, and overseeing consistent laboratory compliance.

4.2 **Logistics and Property Control Department Head** is responsible for implementing and managing changes to this policy by assigning appropriate resources.

- 4.3 **Logistics and Property Control Department (Property Staff)** are responsible for creating inventory campaigns, performing visual verification of assets, and documenting results in the computerized asset management system (i.e., Sunflower).
- 4.4 **Laboratory Custodians** are responsible for performing inventory actions when directed by Property Management staff. This includes physically verifying the asset, knowing its location at all times, and reporting any loss, theft, damage, or destruction of property to Security Personnel.
- 4.5 **Supervisors of Custodians or second-party verification designees** are responsible for ensuring their staff assigned as Custodians perform the required inventories and report any discrepancies appropriately.

5 Definitions

- 5.1 **Custodian.** The individual who is responsible for the protection, control, and proper use of property under his or her stewardship.
- 5.2 **Government property.** All property owned or leased by the Government. Government property includes both Government-furnished property and contractor-acquired property. Government property includes material, equipment, special tooling, special test equipment, and real property. Government property does not include intellectual property and software.
- 5.3 **Inventories.** stocks of stores, construction, supplies, and parts used in support of DOE programs.
- 5.4 **Inventory by Exception.** A physical inventory method used to verify and document the existence and location of those items of property whose existence and location have not been verified and documented since the last physical inventory. This method may be used for property that is subject to calibration, maintenance, movement, network operation, or some other form of activity that is documented by a controlling entity.
- 5.5 **Personal Property.** Includes all equipment, material, and supplies not classified as real property (Refer to 41 CFR Chapter 102-71).
- 5.6 Acronyms

CFR	Code of Federal Regulations
DOE	Department of Energy
FNAL	Fermi National Accelerator Laboratory
FRA	Fermi Research Alliance, LL
LPC	Logistics & Property Control Department
OPMO/PA	Organizational Property Management Officer / Property Administrator

6 Authorities

- 6.1 Prime Contract No. DE-AC02-07CH11359 CLAUSE I.66 - FAR 52.251-2 INTERAGENCY FLEET MANAGEMENT SYSTEM VEHICLES AND RELATED SERVICES (JAN 1991)

6.2 Prime Contract No. DE-AC02-07CH11359 CLAUSE I.129 - DEAR 970.5245-1
PROPERTY (AUG 2016) (ALTERNATE I) (AUG 2016)

7 Attachments

7.1 Attachment A – Inventory by Exception

7.2 Attachment B – Approved Statistical Sampling Inventories

8 Revision History

Version Number	Date	Author	Change Summary
0	03/04/2019	Jack Kelly LPC Department Head	First Issuance
1	09/01/2024	Kevin Coppert LPC Department Head	Updates as result of FY22 audit findings.

9 Approvals

Title	Name	Electronic Signature
Property and Infrastructure Requirement Assurance System Owner	Mark T. Jeffers	